

ROUTING AND RECORD SHEET

SUBJECT: (Optional)
Update of the Office of Logistics Briefing Book

FROM:
Planning Officer, Information and
Management Support Staff, OL

EXTENSION

NO.

DATE

15 JAN 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/IMSS

1-15-85

Signed

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AEO/OL

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15 JAN 1985

MEMORANDUM FOR: Assistant Executive Officer
Office of Logistics

VIA:

Chief, Information and Management
Support Staff, OL

FROM:

Planning Officer, Information and Management
Support Staff, OL

SUBJECT: Update of the Office of Logistics Briefing Book

REFERENCE: Multiple Addressee Memorandum from AEO/OL dtd
6 December 1984, Same Subject (OL 0151-84)

The update of the IMSS portion of the OL Briefing Book is
attached. The photograph and personal data of the C/IMSS should
be replaced with that of [] currently shown as
Chief, Real Estate and Construction Division. The photograph
and personal data of the Deputy Chief, IMSS, remains unchanged.

Attachment

Distribution:

Orig - Addressee

1 - IMSS/official ✓

1 - IMSS/chrono

OL/IMSS/[] (15 Jan 85)

INFORMATION AND MANAGEMENT SUPPORT STAFF

Responsibilities (LI 1-14-7)

The OL Information and Management Support Staff (IMSS) is responsive to and acts as an advisory body to the Director of Logistics on matters concerning OL support missions, responsibilities, and capabilities. Through reviews, surveys, evaluations, audits, analyses, studies, reports, monitoring, maintenance of records and statistics, and liaison with other components and with other Federal agencies, this staff provides support to the OL mission, functions, projects, and programs. It ensures that applicable policies, procedures, regulations, and statutes are established, published, and disseminated. This staff is also responsible for the management of the Data Administration Service (DAS) function--a facility that centralizes control of automated data processing applications within the Office of Logistics and for representing OL interests in and overseeing the overall development of LIMS. ☐

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The Chief, IMSS, functions as the Chairman, Headquarters Claims Review Board; Chairman, Headquarters Survey Review Board; Chairman, MLD Panel; DDA representative on the CIA Emergency Planning Committee; Agency representative on the Interagency Committee on Metric Policy; and as the OL coordinator for the Suggestion and Achievement Awards Committee. ☐

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SIGNIFICANT ACTIVITIES AND ACCOMPLISHMENTS - FY 1984

LOGISTICS INTEGRATED MANAGEMENT SYSTEM

1. The IMSS has continued to serve as the focal point in the development of a major OL initiative--the creation of a Logistics Integrated Management System (LIMS)--an automated system that will efficiently serve OL's support mission of acquiring materiel and services for the entire Agency.

2. During FY-84, accomplishments on the LIMS Project were as follows: The development contractor conducted a System Definition Review in October during which attendees were briefed on the functional components of LIMS and how it will interface with other systems. In late February a Preliminary Design Review (PDR) was conducted during which the developer explained how LIMS will be designed and delivered in thirteen increments or work packages. Each of these work packages was described in some detail.

3. After PDR the development contractor concentrated on obtaining all the information necessary to conduct a Critical Design Review (CDR) for Electronic Requisitioning, the first of the thirteen work packages. In August, the CDR was successfully completed and since that time most of the LIMS effort has been directed towards developing the documentation and software that will provide the electronic requisitioning capability. The first work package for LIMS is scheduled to be delivered to the government for testing in February 1985 with subsequent work packages scheduled at a rate of two each year thereafter. The LIMS Project is progressing smoothly and the caliber of personnel and quality of work demonstrated to date by the contractor give every indication that LIMS will be successful in meeting the Office of Logistics' stated objectives and thereby enable OL to meet dynamic increased Agency requirements in a most responsive and professional manner.

4. Our goal in FY 85 will be to develop and conduct thorough tests of the software and documentation delivered by the development contractor for work package one and to work with the contractor to achieve a successful Basic Operational Capability of LIMS.

DATA ADMINISTRATION SERVICE

1. As planned, IMSS implemented a subset organization known as the Data Administration Service (DAS). This entity provides a focal point and management of virtually all automated data processing activities (including word processing) within the Office of Logistics.

2. Six key objectives are:

- a. To effectively develop and manage OL ADP resources in support of OL needs.
- b. To review ADP projects, establish their priorities, allocate ADP resources, propose associated budgets, coordinate planning activities; relate and integrate information collecting and data processing needs on a timely basis.
- c. To assure an effective implementation and use of operational LIMS system upon its receipt.
- d. To provide for the training of systems users, using a specific and timely curriculum.

e. To assure that ODP technical support is provided to the data administration function and is shared throughout OL.

f. To provide a rewarding career path for those OL personnel having a special aptitude for and interest in automated data processing.

3. The DAS contains six functional groups: the Office of the Chief (wherein the deputy serves as Data Base Manager for LIMS); the Support Group, that exercises a variety of responsibilities such as ADP quality assurance practices, training, Wang System Administration and specified tasks within the LIMS project; the Technical Group, composed of ODP careerists that perform new systems development, computer programming and ADP systems maintenance. The DAS also includes three decentralized DAS staffs dispersed in P&PD/HOME, PMS and the Supply Division. Approximately positions throughout the OL are under DAS control. A DAS career panel (MLD Panel) provides and controls a career ladder for personnel within its cognizance that fosters and encourages the development of expertise and service on behalf of OL's ADP initiatives, projects, and programs.

4. The DAS has been in action one year and is moving forward in meeting its objectives. It has successfully met the challenge of assimilating and placing into effective use some \$985,000 of Wang word processing equipment throughout the Staffs and Divisions of the Office. At least seven DAS staffers are dedicated to the LIMS project on a full-time basis which serves as an indication of its close relationship with the developing LIMS system. DAS personnel control and operate 54 separate data base systems.

5. The Technical Group has expanded its horizons into the world of personal computers (PC's) with the advent of the Logistics Overseas Computer Systems (LOCS) endeavors. PC programs have been developed to assist logistics officers with the tracking of inventory items and accountable property. Two PC systems have been developed and deployed to locations outside the metropolitan area. The next systems are destined for European locations.

PLANS AND PROJECTS

The IMSS Planning Officer routinely handles the preparation and the evaluation of reports and studies; audits; coordination; liaison with OL and agency components and other government agencies; long-range planning; management and

reporting of the objective program; planning and follow-up of the OL Planning Conference; review and coordination of inter-agency and interdepartmental agreements and memorandums of understanding; annual reports to Senior Agency Management; support requirements and the preparation of special reports and studies. These routine actions were expanded in FY 1984 to include coordination of and response to the Grace Commission Study, reports to the DCI on OL efforts toward achieving excellence, development and publication of an OL Emergency Plan, update and publication of the MPA/PRA booklet and increased activity in the review and evaluation of Administrative Plans. All of these actions were in fulfillment of IMSS' advisory and management support role to the D/L.

REGULATORY POLICY

1. IMSS is the focal point for regulatory issuances in OL. In this capacity, IMSS originated revisions to the following HRs and HHBs during FY 1984 (unless noted otherwise, these were complete revisions):

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2. In addition to the above HRs and HHB, IMSS submitted 11 Headquarters Notices and 11 Employee Bulletins that were subsequently published by RPD/OIS during FY 1984. Within OL, 12 Logistics Instructions and 4 Logistics Notices were published. Three Logistics Advisory Notices were published and circulated to all OL careerists in the headquarters area.

3. Moreover, as reviewing authority for the Office of Logistics, IMSS staffed and formally concurred in and/or commented on 78 proposed revisions to Agency regulatory issuances originated by other Agency components. This figure does not include the numerous proposed revisions and new issuances that IMSS reviewed without submitting formal comments/concurrence.

4. Finally, a comprehensive Field Guide for Logistics Personnel was written and is currently being printed. It was written with inexperienced non-Office of Logistics careerists in mind (e.g., administrative officers) but should prove valuable to all Agency personnel assigned logistics duties overseas. It enhances the existing field regulations and handbooks and expands on them without establishing policy. Also intended for use in the Field Admin course, this guide should make it easier for field personnel to carry out their functions without help from headquarters, making possible quick response and multiple-skilled employees.

HEADQUARTERS CLAIMS REVIEW BOARD

1. The Headquarters Claims Review Board (HCRB) reviews and processes to adjudication all claims for loss of or damage to personal property submitted by Agency employees in accordance with the eligibility criteria [redacted]

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[redacted] Members of the HCRB include the following: Administrative Officer, DCI; Special Support Assistant to the Deputy Director for Administration; representative, Office of the Deputy Director for Intelligence; representative, Office of the Deputy Director for Operations; representative, Office of the Deputy Director for Science and Technology; and Legal Advisor from the office of General Counsel. Chief, Information and Management Support Staff (C/IMSS), is the Chairman of the HCRB, and the Claims Reviewing Officer (CRO) is a member of the IMS Staff. The CRO reviews and recommends action on claims to the HCRB. This committee reviews and adjudicates personal property claims in accordance with the enabling legislation, and consistent with Agency regulations, following precedent, guidelines, past experience, and the procedures of other government entities. Each member of this committee reflects the interest or uniqueness of his office or directorate in assisting the HCRB to identify areas of concern and the possible need for modification of policy and Agency regulations.

2. Most claims result from loss/damage incurred during PCS movement of household effects and air freight. Other types of losses are due to theft of personal property while on TDY as well as theft of property from government-assigned quarters; damage to or loss of property in long-term storage; damage to privately owned vehicles occurring in transit, as authorized under Agency travel regulations; and, loss and destruction of property caused by fire or flood in government-assigned quarters. [redacted]

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* Pursuant to the Military Personnel and Civilian Employees' Claims Act of 1964 (31-U.S.C. 3721), as amended by Public Law 97-258, 13 September 1982.

3. The CRO briefs PCS overseas and domestic departees attending the OTE Overseas Orientation Course, the Office of Communications Overseas Orientation Program [redacted] and the Field Administration Course held at their OTE [redacted]. An unclassified pamphlet entitled "Government Liability for Personal Property Claims" was prepared to better acquaint people with [redacted] the claims processing procedures, maximum amount payable for a valid claim, and category limits on certain items. The pamphlet is periodically updated and distributed through area support offices, Central Processing Branch, the Family and Employee Liaison Office, the claims office, and used as a handout at the above-mentioned courses. All individuals anticipating TDY or PCS assignments (overseas or domestic) are being encouraged (by Central Processing Branch, Office of Personnel) to seek guidance from the HCRB on what should be done by each individual to protect their personal property during transit or assignment.

HEADQUARTERS SURVEY REVIEW BOARD

1. The Headquarters Survey Review Board (HSRB) reviews and adjudicates Reports of Survey on the loss, damage or destruction of government-owned and government-controlled property. Membership on the HSRB is the same as the HCRB. The HSRB Surveying Officer is a member of IMSS and is responsible for initial review and evaluation of Reports of Survey and developing a recommendation for the Board's concurrence.

2. Most Reports of Survey involve damage to government-owned or government-controlled (rented) vehicles that are involved in automobile accidents. Others involve the loss of government property in the possession of Agency employees for the purpose of executing work functions.

3. The Surveying Officer must apply the principles and policies [redacted] the governing regulation, make an impartial investigation, scrutinize all evidence, interview and secure statements from those involved and compile evidence that substantiates or refutes the statements obtained. This information results in a recommendation of absolution or to hold an individual pecuniarily liable.

4. A total of twelve Reports of Survey were adjudicated in FY 1984 and one appeal was submitted for HSRB review.